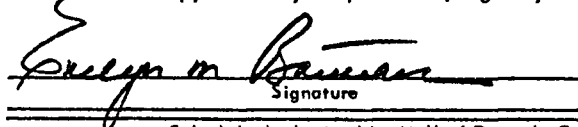


DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY AGENCY		COUNTY COUNCIL DIVISION
Item No.	Description	Retention
1.	<u>LEGAL OPINIONS</u> These folders contain legal opinions from the Office of Law relative to legislation before the County Council or related matters.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
2.	<u>ORDINANCES (BILLS) - PASSED</u> These folders contain the ordinances (bills) passed by the County Council; copies of the bills as proposed, as well as the originals of the final bills which are the enacted local laws for Anne Arundel County.	RECOMMENDATION: RETAIN AS PERMANENT RECORD
3.	<u>ORDINANCES (BILLS) - VETOED, DEFEATED, TABLED, DIED, NOT INTRODUCED, REJECTED, ETC.</u> These folders contain the original bills as proposed that were vetoed, defeated, tabled, died for lack of action, not introduced, and rejected upon introduction.	RECOMMENDATION: RETAIN AS PERMANENT RECORD
4.	<u>RESOLUTION WORKING PAPERS</u> These folders contain informational papers from which resolutions were prepared.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY
5.	<u>RESOLUTIONS</u> These books contain the original, signed resolutions as passed by the County Council.	RECOMMENDATION: RETAIN AS PERMANENT RECORD
6.	<u>MINUTES</u> These books contain the original, signed minutes of meetings of the County Council.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
7.	<u>JOURNALS</u> These books have all bills introduced before the	RECOMMENDATION: RETAIN AS PERMANENT RECORD

Schedule approved by Department, Agency or Division Representative


Signature

Secretary to County Council


Title

August 3, 1978

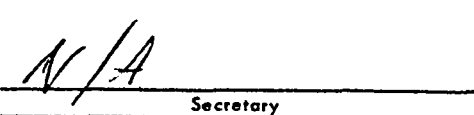
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works


Date 8/23/75 Archivist

Date


Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY AGENCY		COUNTY COUNCIL DIVISION
Item No.	Description	Retention
	<u>JOURNALS (continued)</u> County Council, and recorded by bill number, title, sponsor, date of introduction, hearing date(s), date of final action by County Council, date sent to the County Executive, date returned, date signed by the Executive, and effective date.	
8.	<u>CODES AND SUPPLEMENTS</u> The Code Books contain the current local laws of Anne Arundel County. The bound Supplement Books contain amendments to the Anne Arundel County Code that have been made throughout the years.	RECOMMENDATION: RETAIN AS PERMANENT RECORD
9.	<u>SESSION LAWS</u> These books contain the bills and resolutions passed in the yearly County Council sessions.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
10.	<u>RECORDINGS OF MEETINGS</u> These are recordings of County Council meetings from which minutes and transcripts are prepared.	RECOMMENDATION: RETAIN AS PERMANENT RECORD
11.	<u>CHARTER AND AMENDMENTS</u> The Charter, and amendments, establish the guide for implementing and carrying out local self-government and home rule.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
12.	<u>1970 DECENNIAL CHARTER REVISION COMMISSION</u> This file contains the report of the Charter Revision Commission to the County Council on its recommendations for revision to the Anne Arundel County Charter, as well as minutes of its meetings and related material.	RECOMMENDATION: RETAIN AS PERMANENT RECORD

Schedule approved by Department, Agency or Division Representative

Ernest M. Bannan Secretary to County Council August 3, 1978
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/23/78 Edward G. Gurner N/A
Date Archivist Date Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

COUNTY COUNCIL

AGENCY		DIVISION
Item No.	Description	Retention
13.	<u>AGENDAS</u> These files contain copies of agendas for each meeting of the County Council.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY.
14.	<u>DRAFTING MANUAL FILE</u> This file contains a drafting manual which standardizes Anne Arundel County's legislative drafting procedures so they will be consistent with the State.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
15.	<u>COMPREHENSIVE ZONING PREFILES & LOGS</u> The Prefiles are individual requests to the County Council by property owners for zoning under the comprehensive rezoning of Anne Arundel County. The Logs are records of all prefiles received by the Council.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
16.	<u>MOUSHABECK FILE</u> This file contains rulings from the Circuit Court and the Court of Appeals on the Moushabeck vs. Anne Arundel County case relating to comprehensive rezoning.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
17.	<u>ADVERTISEMENTS</u> These files contain advertisements of proposed bills for public hearings, and advertisement of bills as passed by the County Council. Of use to confirm that County has met all advertising requirements of the State.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
18.	<u>EMPLOYMENT AGREEMENTS (LEGISLATIVE AIDES)</u> These files contain employment agreements (1-year) for legislative aides to the County Council.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

Emily M. Bowman
SignatureSecretary to County Council
TitleAugust 3, 1978
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/23/78
DateEdward C. Puffer
Archivist

Date

N/A
Secretary

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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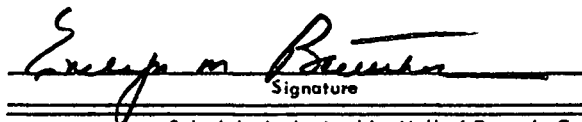
RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

COUNTY COUNCIL

AGENCY		DIVISION
Item No.	Description	Retention
19.	<u>EMPLOYMENT CONTRACTS (LEGISLATIVE COUNSEL)</u> This file contains employment contracts (1-year) for the legislative counsel to the County Council.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY
20.	<u>REAL PROPERTY DISCLOSURE STATEMENTS</u> These files contain notarized real property disclosure statements (filed every 6 months) of all elected officials, department heads, and appointed Boards of the Anne Arundel County Government	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
21.	<u>FINANCIAL DISCLOSURE STATEMENTS</u> These files contain financial disclosure statements (filed each calendar year) for all elected officials, department heads, members of the Board of Appeals and Housing Authority, and candidates for office.	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
22.	<u>SPECIAL COMMITTEES' FILES</u> These files contain reports of committees appointed by the County Council in an advisory capacity for various studies	RECOMMENDATION: RETAIN AS PERMANENT RECORD.
23.	<u>PERSONNEL RECORDS (INACTIVE)</u> These files contain personnel records of prior employees.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY
24.	<u>GENERAL CORRESPONDENCE</u> The files contain County Council correspondence as well as correspondence received from the general public.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY
25.	<u>AUDIT REPORTS (DEPARTMENTAL)</u> These are yearly audit reports of departments sent to the County Council for informational purposes.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY

Schedule approved by Department, Agency or Division Representative


SignatureSecretary to County Council
TitleAugust 3, 1978
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/23/78
Date
Archivist

Date

N/A
Secretary

DEPARTMENT OF GENERAL SERVICES
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

AGENCY

COUNTY COUNCIL

DIVISION

Item No.	Description	Retention
26.	<u>MISCELLANEOUS FILES</u> These files contain correspondence from various departments and agencies.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY.
27.	<u>INDEX CARDS (SESSION LAWS)</u> These cards are an index of the bills passed in the yearly sessions of the County Council.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY.
28.	<u>GALLEY & FINAL PAGE PROOFS - SESSION LAWS</u> These files contain the galley and final page proofs from the Printer of the session laws of Anne Arundel County as passed by the County Council.	RECOMMENDATION: RETAIN FOR THREE (3) YEARS, THEN DESTROY.
29.	<u>MUNICIPAL CODE CORRESPONDENCE</u> This file contains correspondence from Municipal Code Corporation relative to the Anne Arundel County Code.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY.
30.	<u>RESEARCH - ITEM VETO</u> This file contains information from other jurisdictions relative to laws governing item veto of bills.	RECOMMENDATION: RETAIN FOR FIVE (5) YEARS, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative


Signature

Secretary to County Council

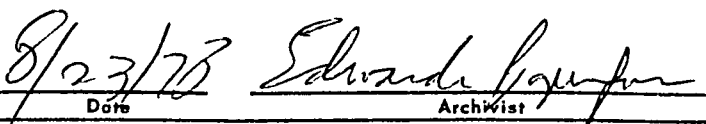
Title

August 3, 1978

Date

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Date Archivist

Date

Secretary